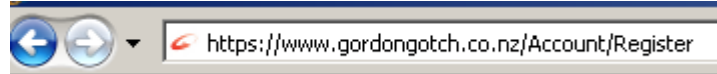


# HOW TO REGISTER TO USE GOTCHCONNECT

1. Go to your computer, ensure you are connected to the internet, and from your internet browser type in the following web address

[www.gordongotch.co.nz/Account/Register](https://www.gordongotch.co.nz/Account/Register) into the Address Bar and press

‘Enter’ on the keyboard.



2. The below webpage will appear. You need to complete all the boxes.

**Register a new user account**

Create a new user account by entering Login, Contact and Outlet details. Make Login details memorable.

**Login details**

User Name

Password  (The password is case sensitive)

Repeat Password

**Contact details**

First Name

Surname

Phone Number

Email

Repeat Email

**Outlet details**

Outlet Number  If Outlet No. entered User Account will be link to

Invoice Number  By entering valid recent Invoice's No. & Date the

Invoice Date

**Login Details**  
**User Name:** You can make this up but must be unique, this is what you will use to Login to GotchConnect with  
**Password:** The Password must have 6 digits or characters.  
**Repeat Password:** Re-type the password  
For example the User Name could be 'maryj4sq' and the Password could be 'secret'.

**Contact Details**  
These are the contact details for the website login only and will not change any other contact information on your Gordon & Gotch account .  
Ensure you have access to the email address as a confirmation email will be sent to the one entered.

**Outlet Details**  
This is for security reasons and is easier if you find a recent invoice.  
The information needed is on the right of the document, above the invoiced information.

Getting Started | Help | Contact us

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3. When you have filled in all of the boxes click on the Register button.

4. After clicking on Register you will get a new screen confirming successful registration. You will also get a confirmation email which you should follow to complete the process.
5. The email you receive will have a link for you to complete the registration process.

Thank you for registering with GotchConnect. To complete the registration process, please click the activation link below.

<https://www.gordongotch.co.nz/Activate?id=5519b90-9bgf-ba54-a091009f9dd6&outlet=123456>

Please note this link will expire tomorrow evening, after which you will need to contact a Gordon & Gotch Customer Representative on (09)979 3018 to complete the registration process.

Please do not reply to this email as it has been automatically generated and the mailbox is not monitored.

Thank you for using GotchConnect.

6. Click on the link (blue writing), you will go to the Registration Successful page, this will include the form for you to confirm you are ready to undertake online returns. Click the tick box on all of the options, then press save.

**Registration successful! User Account activation is complete.**

Login 'Karlo123' has been activated and is now logged in to the Gordon & Gotch Connect secure areas.

Please take this opportunity to sign-up for Online Returns. You can review the benefits in the Sign-up section below.

**Sign-up for Online Returns**

Please review the below check list and tick all the boxes then click the Save button to activate Online Returns for your Outlet.

- I have a working printer and I can print to it from the computer/s I will be using to view the Gordon & Gotch Connect site.
- I have Adobe Reader (or compatible PDF reader) installed on the computer/s I will be using to view the Gordon & Gotch Connect site.
- I understand I will still need to print and send in the return sheet with my returns.
- I would like to opt-in to Online Returns to receive the following benefits:
  - Your return requests will be processed overnight and credits lodged against your account the next day.
  - You will be able to see the return's credit value you will receive as you are processing the return.
  - Zero risk of return requests getting lost now that it's electronic.
  - No risk of missing/forgetting to complete a return sheet as there is a process to ensure you cannot process the next return until you have completed the oldest.
  - All unprocessed returns are able to be viewed.
  - All previously submitted returns are able to be viewed.
  - The return form will show you the net balance available to claim - if you have previously been credited for short deliveries etc. these will show as already being deducted.

Save

7. Now you can access your invoices, search titles or place extra orders online. Just login each time using the username & password you chose when completing the Registration webpage, for example; maryj4sq & secret.

Once you have Signed Up to receive your Returns on-line you will see them appear on the Home Page. If you sign up:

- ✓ Monday or Tuesday you will have your first return available the following Monday.
- ✓ Wednesday, Thursday, Friday or Saturday you will have your return available the Monday after next.

This means if you signed up on Tuesday, 7 August 2012 your first online return would be available Monday, 13 August 2012. If you signed up on Wednesday, 8 August 2012 your first online return would be available on Monday, 20 August 2012.

If you are stuck at any point, you can access the GotchConnect Manual under Forms and Guides or contact the Gordon & Gotch Call Centre.

The screenshot shows a website interface with a dark blue navigation bar at the top containing the following links: Home, About Us, Our Services, New Publishers, and Forms and Guides. Below the navigation bar, there is a registration form titled "Register a new user account". The form includes a sub-section for "Login details" with input fields for "User Name", "Password", and "Repeat Password". To the right of the form, a dropdown menu is open under the "Forms and Guides" link, listing several documents: Retailers Handbook, GotchConnect Handbook, Retail Policy & Procedure, Recall Date Change, Credit Application Form, Refund Form, and Testimonials. The text "able as you'll need these each time you access the website." is partially visible next to the dropdown menu.